



RESERVE BANK OF VANUATU

VACANCY

BANKING TELLER

The Reserve Bank of Vanuatu invites applications from qualified Ni Vanuatu candidates for the position of **Teller**. The position reports directly to the Banking Payments Manager in the Unit of Banking Payments & Settlement. The main duties of the position include:

- *Operates the till, providing services over the counter.*
- *Responsible for the movement and maintenance of the Cash Till*
- *Liaises with Banking Officer on cash requirements and jointly with the Banking Officer collects cash replenishment from Currency Office.*
- *Performs checks on cash transactions and performs reconciliation to cash register.*
- *Can confidently communicate to public at large and can cope with demands and pressures of work.*

Applicants should have a sound background in accounting or business studies, demonstrate experience in cash counting, understand the importance of effective customer service and possess quantitative skills.

Desirable applicants must have a certificate or diploma in accounting or related field, be computer literate and be trustworthy with an honest disposition.

General Conditions

An attractive remuneration package will be offered which will be commensurate with experience and qualifications. Applicants should be fluent in both written and spoken English and have a good knowledge of French.

Written applications should include curriculum vitae, the names and addresses of three (3) referees, copies of relevant qualifications (diplomas and Certificates) and evidence of certified transcripts is required.

All applications should be received no later than Monday 26 April 2021 and addressed to :

**The Governor
Reserve Bank of Vanuatu
Private Mail Bag 062
sathy@rbv.gov.vu
PORT VILA**

The Reserve Bank of Vanuatu is an equal opportunity employer.